

NASA Ames Research Center History Office and Archives

Citing Archival Records

This document is intended to guide researchers who use the NASA Ames History Office archives in how to cite our records, identify the materials, and acknowledge the repository. When constructed properly, with this key data, we can again locate those materials if requested by another researcher. Since most history authors will use some variation on *The Chicago Manual of Style* (as recommended in the *Guide to NASA History*, forthcoming), we have structured this guide for that audience. We understand that authors do not always have control over their citation strategy, because of the variety of formats required by publishers. If you ever have any questions about how to modify this information to fit your specific citation format, you are welcome to send us a draft so we can verify its utility.

Expanded Citation

NASA Ames History Office, NASA Ames Research Center. Moffett Field, California. [Collection number], [Collection name], [Container number] : [Folder number]. [Identification of item]. [Date, if available].

Note:

Where applicable, use "ND" to indicate no date is available.

If the records are not housed in boxes, use the appropriate abbreviation before the container number: Cabinet = C, Drawer = D, Shelf = S.

If a folder does not bear a number, use the title written on the folder instead. Italicize the folder title.

Samples:

NASA Ames History Office, NASA Ames Research Center. Moffett Field, California. AFS1070.8A, Archives Reference Collection, 23 : 10. Letter from Smith DeFrance to H. Julian Allen. May 12, 1959.

NASA Ames History Office, NASA Ames Research Center. Moffett Field, California. AFS1070.8A, Archives Reference Collection, C3 : D2. *People: Chapman, Dean*. Notes about tektites, 1963.

NASA Ames History Office, NASA Ames Research Center. Moffett Field, California. AFS1070.8A, Archives Reference Collection, S B-1. Charcoal drawing of a lunar crater with notes about tektites addressed from Dean Chapman to H. Julian Allen. ND.

Abbreviated Citation

NASA ARC. [Collection number], [Container number] : [Folder number]. [Identification of item].
[Date, if available].

Sample:

NASA ARC. AFS1070.8A, 23 : 10. Letter from Smith DeFrance to H. Julian Allen. May 12, 1959.

Multiple Items from the Same Collection in an Abbreviated Citation:

NASA ARC. [Collection number], [Collection name]; items
[Container number] : [Folder number]. [Identification of item]. [Date, if available];
[Container number] : [Folder number]. [Identification of item]. [Date, if available];
[Container number] : [Folder number]. [Identification of item]. [Date, if available].

Sample:

NASA ARC. AFS1070.8A, items
22 : 20. Personal notes of Smith DeFrance, ND;
23 : 10. Letter from Smith DeFrance to H. Julian Allen. May 12, 1959;
23 : 11. Letter from H. Julian Allen to Smith DeFrance, May 14, 1959.

Referencing Photographs

When including official NASA photographs in a work, identify the catalog number at minimum, either next to its appearance in the work, or in a note or appendix.

Note: No copyright is asserted over any NASA photographs bearing an "A" number. A credit line can be written as "Courtesy of NASA Ames History Office."

Minimum citation:

NASA ARC Photograph [Catalog Number].

Samples:

NASA ARC Photograph A-13425.
NASA ARC Photograph AAL-3803.

If possible, use a longer citation to identify photographs found in the NASA Ames History Office Collections.

Preferred Citation, Expanded:

NASA Ames History Office, NASA Ames Research Center. Moffett Field, California. [Collection number], [Collection name], [Container number] : [Folder number]. NASA ARC photograph [catalog number].

Sample:

NASA Ames History Office, NASA Ames Research Center. AFS1070.8A, Archives Reference Collection, 28 : 12. NASA ARC Photograph A-13425.

Preferred Citation, Abbreviated:

NASA ARC. [Collection number], [Container number] : [Folder number]. [Catalog number].

Samples:

NASA ARC. AFS1070.8A, 28 : 12. A-13425.

NASA ARC. AFS1070.8A, items
28 : 12. A-13425, A-13426, A-13427, A-13428, A-13429, A-13430, A-13440.
33 : 1. A-13550, A-13551.
42 : 5. A-16677, A-72-1009.

Referencing Material on the Web Site

Preferred Citation:

[Author]. "[Title of Content]." NASA Ames History Office. [URL] (accessed [mmmm, dd, yyyy]).

Sample:

Langhoff, Stephanie. "Nominations for the NASA Ames Hall of Fame." NASA Ames History Office.
http://history.arc.nasa.gov/ames_hall_of_fame.htm (accessed May 13, 2008).

Citing Records Held at a National Archives and Records Administration (NARA) Facility

Refer to NARA's guidelines for citing records in the national archives, *General Information Leaflet, Number 17*, available on the agency's Web site:

<http://www.archives.gov/publications/general-info-leaflets/17.html>

Note: NARA guidelines require the omission of box and folder numbers in citations. We prefer that these numbers are included in citations for records that originate from NASA Ames.

Preferred Citation:

[Record item], [Date, if available]; [File unit]; [Folder number]; [Box number]; [Series]; [Subgroup],
[Record group]; [NARA Repository].

Sample:

Rodert to chief of the LMAL aerodynamics division, June 24, 1940; File AF1-15a; Box 66; Central Files, 1939-1957; Records of NACA Ames Aeronautical Laboratory, Record Group 255; National Archives-Pacific Sierra Region, San Bruno, CA.

Preferred Citation, Abbreviated:

[Record group]/[Beginning of series title]/[Box number]/[Folder number]/[Record item], [Date, if available].

Sample:

RG255/Central/66/AF1-15a/Rodert to chief of the LMAL aerodynamics division, June 24, 1940.

NASA Ames History Office Web Site Resources

Home page: history.arc.nasa.gov

Guides to archival material concerning NASA Ames: history.arc.nasa.gov/finding_aids.htm

Selected bibliography on NASA Ames history: history.arc.nasa.gov/bibliography.htm

Pointers to NASA legacy data archives: history.arc.nasa.gov/legacy_data.htm

Pointers to full text histories of NASA Ames: history.arc.nasa.gov/atmosphere.htm

Other NASA Resources:

NASA History Division Web site:

Style Guide for NASA History Authors and Editors: <http://history.nasa.gov/styleguide.html>

Printer friendly version: <http://history.nasa.gov/printFriendly/styleguide.html>

NASA Ames Historic Preservation Office Web Site: historicproperties.arc.nasa.gov

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